

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002308
Grade 18**

**LICENSED PRACTICAL NURSE
(CORRECTIONAL FACILITY)**

DEFINITION OF CLASS:

This is practical nursing work performed under the direction of a physician or a registered nurse. Employees in this class provide practical nursing care to inmates at a Montgomery County correctional facility. Contacts are with medical staff, correctional staff, and inmates at the correctional facility; County staff from other departments; and medical staff of local hospitals for the purpose of coordinating the practical nursing aspects of inmate care. Public service/assistance is provided to inmates through initial questioning of a general nature to determine status/needs and referral to other medical personnel, as appropriate, and record.

Under the direction of a physician or registered nurse and in collaboration with other team members, an employee in this class performs a variety of practical nursing tasks such as preparing and administering prescribed medications authorized by a licensed physician, dentist, or nurse practitioner; assisting a physician during routine sick-call to the inmate population by recording vital signs, temperature, pulse, weight, and height; and providing for continuity of nursing care appropriate for common, recurring health problem(s) for inmates. Standard, routine assignments are performed independently; supervisor provides additional instruction for new and unusual assignments and reviews results through records, reports, conferences, and observation to ensure compliance with established license practical nursing standards and departmental policies, procedures, and goals. Guidelines include practical nursing standards of practices, County/departmental nondiscrimination regulations, the patient's bill of rights, measures to assure confidentiality of client's records and communications regarding clients, and standard policies and procedures governing the provision of practical nursing services in the County correctional facilities, to include departmental safety and security requirements/procedures and standard operating policies and procedures of the medical unit.

The work is made complex by the variety of specific and well-defined tasks associated with patient care that are performed, the variety of medical and mental health conditions encountered; the client population which consists of inmates who may be non-compliant, mentally impaired, manipulative, hostile and potentially abusive; and the need to be cognizant of security requirements while meeting the medical needs of the clients. Work has an impact on the provision of health services by the medical team to the inmate population. The employee's work is performed in a correctional facility. Work requires some exposure to infection and contagious disease, and involves some risk resulting from potentially violent clients. Performance of this work involves long periods of standing or walking, and employees in this class occasionally lift and carry or move objects weighing up to fifty pounds; but obtain assistance when lifting or moving more than fifty pounds or applying equivalent forces. An employee in this class is assigned to shifts in order to provide coverage round the clock.

EXAMPLES OF DUTIES: (Illustrative Only)

- Prepares and administers prescribed medications, injections, or vaccinations when authorized by a licensed physician, dentist, or nurse practitioner; accurately documents when given and refused; reports refusals to the registered nurse; maintains log of medications dispensed.
- Performs routine nursing sick-call to the inmate population adhering to established policies, procedures, and protocols; takes vital signs (i.e., pulse, temperature, respirations, blood pressure); evaluates and reviews with registered nurse/physician a variety of medical and mental health complaints; documents activity on the medical record and other related forms; assists physician as directed.
- Provides for continuity of nursing care appropriate for common, recurring health problem(s) for inmates; notifies and discusses with physician or registered nurse any unusual problems or barriers to care; performs wound dressing changes, nursing treatments, the collection of samples for simple diagnostic tests, administration of glucometer checks, and the drawing of venous blood and other laboratory specimens when ordered by a physician or nurse practitioner.
- Assists registered nurse in conducting medical intake screenings of newly incarcerated inmates; documents information on the intake screening form; identifies and informs registered nurse of unusual health or behavior information/observations.
- Participates in team meetings regarding evaluation of and planning for patients/clients care.
- Completes/maintains accurate and thorough medical documentation including medical charts, medication records, and other related entries.
- Transcribes physician/nurse practitioner's orders.
- Plants and reads PPD's (Tuberculosis tests).
- Cleans, organizes, and stocks examination rooms and sterilizing equipment and supplies using germicides, sterilizers, and autoclaves.
- Performs instrument, sharps, and narcotic counts according to established policies, procedures, and protocols.
- Motivates and assists clients in performing activities of daily living as needed.
- As directed by a registered nurse, provides health guidance and teaching directed toward health promotion and maintenance, disease prevention, and alleviation of specific health problems.
- May schedule special testing and referral for clients as ordered by the medical doctor, psychiatrist, dentist, or nurse practitioner, as well as, explain specific instructions for said testing when directed to do so by the registered nurse.
- Responds to patient emergency situations; provides emergency crisis intervention including such life-saving procedures as CPR.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current Licensed Practical Nurse scope of practice and the principles and procedures covering licensed practical nursing to include the extent of practical nursing care that can be provided to clientele.
- Knowledge of and ability to apply practical nursing care.
- Knowledge of human growth and development throughout the life cycle, particularly as it relates to the adolescent and adult life span.
- Knowledge of selected pharmaceuticals, their desired effects, side effects, and complications which may arise from their use.
- Knowledge of medical terminology.

- Knowledge of and certification in CPR.
- Skill in conducting physical assessments and performing technical nursing procedures, e.g., injections, catheterization.
- Skill in operating medical and nursing equipment, taking vital signs, giving injections and immunizations.
- Skill in performing a variety of diagnostic testing such as EKG's, glucometer checks, venipunctures, and occult blood testing.
- Ability to gain cooperation of inmates who may be resistant or noncompliant to treatment.
- Ability to establish and maintain cooperative effective working relationships with co-workers, physicians, registered nurses, and other health care professionals.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to collect health data and document findings accurately and thoroughly.
- Ability to maintain confidentiality.
- Ability to attend meetings or perform other assignments at locations outside the office as necessary.

MINIMUM QUALIFICATIONS:

Experience: Two years of experience as a Licensed Practical Nurse.

Education: Completion of an accredited program for Licensed Practical Nurses, as determined by the Maryland Board of Nursing.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession of a current license to practice as a Licensed Practical Nurse in the State of Maryland issued by the Maryland Board of Nursing.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a Drug Screen.

Class Established: August, 2004

Revised: August, 2013

October, 2014

(Probationary Period) February 2020